

MEMORANDUM FOR: Director of Security

Chief, Freedom of Information Act Branch

THROUGH : Chief, PPG

FROM :

SUBJECT : FOIA Case Processing

1. Reference is made to our discussion of 16 May 1975 for possible solutions that would eliminate delays in processing FOIA requests.

2. In view of the lengthy search time required to identify individuals mentioned in reports originating from other government agencies, it is felt that this is an area where current time consuming procedures can be vastly improved.

3. Under present format, the FOIA reviewer must obtain every file in which the indices search has revealed the presence of a name similar to that of the Subject, and then attempt to make a positive identification. This search is conducted even though the reference is to a report, memorandum, etc., furnished by another government agency. Following the search, copies of these documents are then made for inclusion in the FOIA file. This is done even though the results of this search are not provided to the requester, but instead are forwarded to the CIA IRS coordinator.

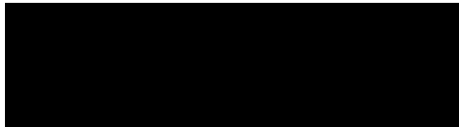
*2nd copy
of 5/1*

4. Since the IRS coordinator cannot release or mention the cited documents originating from FBI, State, etc. to the requester, but can only communicate the fact of their existence to his appropriate counterpart, it would seem that the Office of Security is unnecessarily belaboring its search and identification efforts. While realizing that certain basic data is required by the originating agency to locate the material to which we refer, the information reflected on our computer print-outs should suffice. If the agency concerned is subsequently unable to retrieve the cited material, additional information and/or copies of the documents could be provided.

*In many,
if not
most, cases
this is not
enough to
identify the
report.*

5. It would seem logical to assume that this problem is being encountered in other government agencies, especially the FBI. Coordination at the appropriate level could result in a mutually satisfactory policy for referral to these documents, and eliminate lengthy, and often fruitless searches, thereby greatly speeding up FOIA processing time.

25X1A



☐ UNCLASSIFIED☐ INTERNAL
USE ONLY☐ CONFIDENTIAL☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FOIA Case Processing

FROM: 25X1A

EXTENSION

NO.

DATE 20 May 1975

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
25X1A

1. C/FOIA

5/20/75 - ER

1-2 I think point is well taken. This would speed up our processing of FOIA cases.

2. C/PPG

20 MAY 1975

21 MAY 1975

DB

3. DD/P&M

21 MAY 1975

2

CD

4. DD/Sec

21 MAY 1975

21 MAY 1975

B

5. D/Sec

21 MAY 1975

2 to 3, 4, 5: While I am sympathetic to the purpose, viz. reducing our work load, I would feel uncomfortable referring "NOT IDENTIFIABLE" records to other agencies without at least making a try. In any event, our effort to define out such records & ignore them is still our basic preference.

This looks with a flourish - Dr

I don't feel we should refer to another agency cases where we haven't just a good copy to try an attempt to identify the person. However, if something can be worked out to reduce time & cost. I congratulate you on the concept.